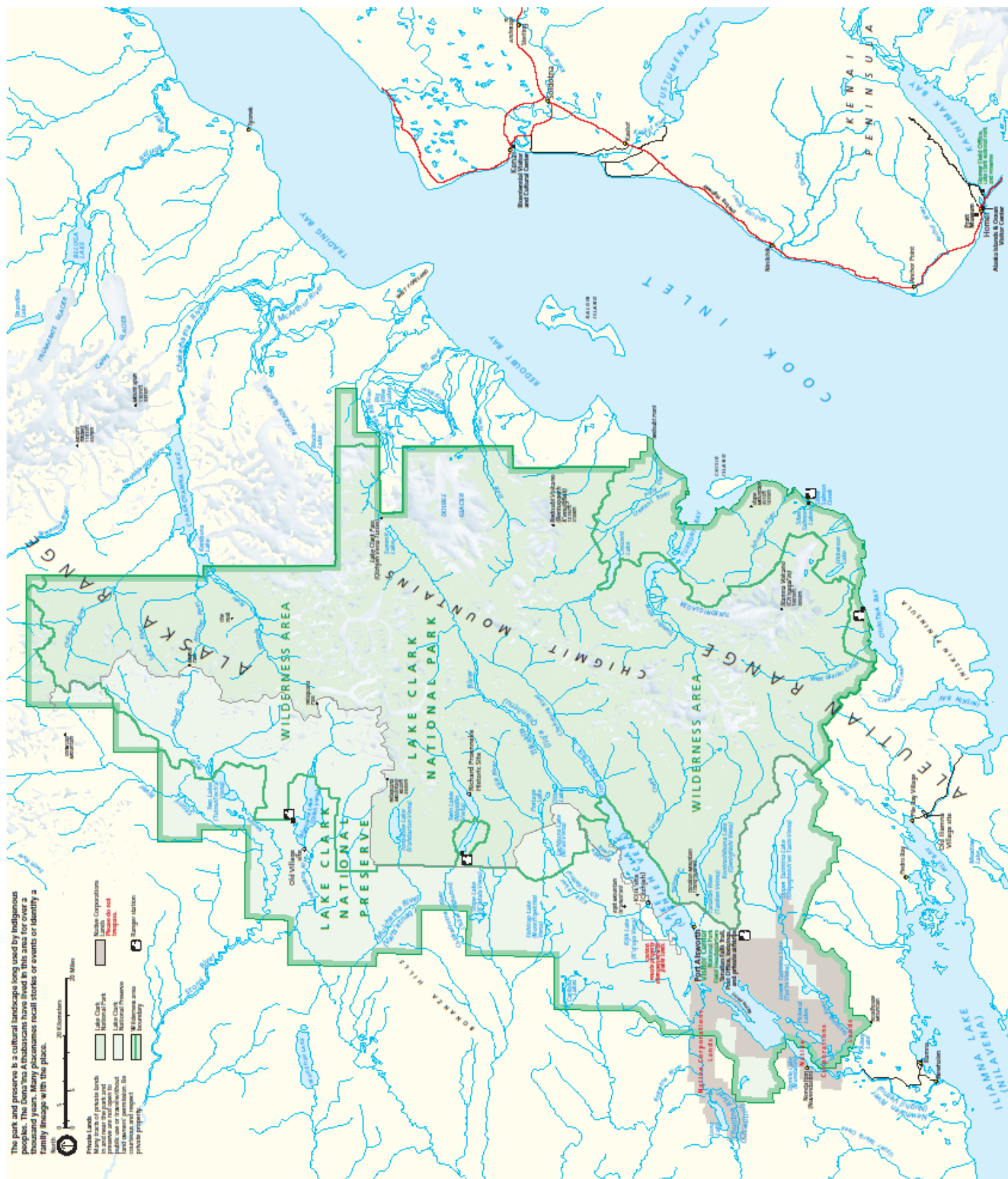

Lake Clark National Park & Preserve



EMPLOYEE HANDBOOK

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Lake Clark Handbook

Welcome

Welcome new employees! We are very excited to be working with you this season. This handbook is provided for use during your season at Lake Clark National Park & Preserve.

In an effort to provide you with some additional information about the park and park logistics we have put together a general information handbook.

We ask that you return these books to your supervisor at the end of your season (to save a few trees next year). We hope you will find the information helpful to you as you begin the season. We are always looking to improve upon our handbook. If you find additional information during your season, that you believe should be in the handbook, please let us know.

Our Job During Training

The trainings at Lake Clark seasonal orientation are designed to give you the basic skills needed to have a successful summer at Lake Clark National Park & Preserve. Your full participation during training will help us form a knowledgeable and skilled team of employees. Only with a commitment to excellence and dedicated teamwork can we meet our full potential as park employees and contribute to the reputation previously earned by the people of the National Park Service.

Welcome to Lake Clark National Park and Preserve!

Below you will find information about living at Lake Clark to help you during your season here.

Living at Lake Clark:

Port Alsworth is located 150 air-miles southwest from Anchorage, accessible only by small aircraft. The flight from Anchorage to Port Alsworth is one to two hours depending on aircraft type. It is home to the Lake Clark National Park and Preserve Field Headquarters and Visitor Center. The town is a relatively small community with around 100 year-round residents. The only means of transporting people and supplies into the park is by plane. There are no paved roads in Port Alsworth. Transportation around town is either by foot, bicycle or ATV. There is some limited vehicle availability.

There are no stores in Port Alsworth so it is recommended that you bring everything you anticipate needing and then some. All food is flown in. It is always better to pack too much than to not pack enough. Port Alsworth does have a small country store that carries your basic junk food like soda, chips, candy, and ice cream but it is not cheap. They also carry over-the-counter medicines like ibuprofen and cold medicine. Like the food these are generally priced higher than what you would pay in Anchorage.

Phone Lists and Emergency Information

Phone lists for the Lake Clark Office, Port Alsworth, Alaska Regional Office, and a list of emergency numbers have been included in this handbook. The Port Alsworth phone list indicates all residents that are First Responders or EMTs with an asterisk (*). Behind the Port Alsworth list are the emergency numbers, this includes the local clinic numbers, Anchorage hospitals, and the Rescue Coordination Center. During orientation the park will go over what to do during an emergency, but should you need further information please refer to the Emergency Operations Plan included in this handbook or speak with a staff member.

An additional copy of the **EMERGENCY OPERATIONS PLAN** is located at the Headquarters Front Desk along with the **WILDLAND FIRE** reporting procedures, the **AVIATION MISHAP RESPONSE PLAN**, and the **OVERDUE BOAT PLAN**.

Food and Mail Options:

Before you come to Port Alsworth you may want to have your extra gear/food mailed to Port Alsworth to save on the freight cost of the air taxi. You may use the park address: Lake Clark National Park, General Delivery, Port Alsworth, AK 99653 Attn: Your Name. Mail comes every Monday, Wednesday, and Friday (weather dependent). The Post Office is open Monday - Friday from 8:30 am to 3:30 pm. Mail leaves the park office to be dropped off at the Post Office by 8:30 am. The least expensive route for mailing food is parcel post, which can take anywhere from one to four weeks to arrive so bring enough food and supplies to last you up to a month.

Here is a general food list for you to consider:

- Milk: buy powdered or boxed for easy storage
- Eggs: powdered are great for baking or cooking
- Veggies: canned are best
- Fruits: canned or dried are best
- Meat: canned tuna and chicken are great for out here if you don't want to use up freezer space, as it is limited
- Spices: these are great to have so bring what you typically use
- Rice
- Flour
- Sugar, brown sugar
- Baking soda, baking powder
- Crisco
- Vanilla
- Yeast (for bread)
- Bisquick: easy biscuits and pancakes (don't forget the syrup)
- Baking and cooking mixes
- Condiments
- Cooking oil
- Powdered drinks
- Trail food, energy bars, granola, etc.

Miscellaneous Information**Computer Use:**

If you have a DOI login ID and would like to use the park computers after-hours you may as long as you follow the DOI policy for computer use. Please refer to your Responsibilities for Computer Use manual for more information. Personal computers are not permitted on the NPS network and there is no internet in housing units.

Phone Use:

You are welcome to use the park telephones anytime as long as they are available. If you need to make a personal call that is long distance you will need to use a calling card. If you did not bring a calling card the Cranberry Cache may have some for sale.

Freezer Space:

We have limited freezer space on the park compound. Additional freezer storage may be available if needed at other units. Each housing unit has a refrigerator and standard size freezer above the fridge.

Workout Room:

The park has one workout room that is open 24/7 and is located next to HQ. The gym includes several weight machines, a treadmill, punching bag, and other miscellaneous machines. Please be courteous to other users and wipe machines down when done.

Ordering Food and Supplies

While you are in Port Alsworth if you need any supplies or food you may call an expediter or place a bush order, a few of the businesses are listed below. When you make an order be as specific as possible about what you are ordering so there is no confusion. An example that happens rather frequently is you ask for flour and rather than getting five pounds they send out 25 pounds.

Lake Clark Air 907-278-2054 or 800-662-7661

- Generally they charge a runner's fee of 20% to pick up whatever you need in Anchorage. You may want to call ahead to get an estimate for the runner's fee. For an additional charge they can go to Wasilla, Palmer, or Eagle River. The current freight cost per pound is \$.90.

Fred Meyer www.fredmeyer.com or 800-478-2611

- Fred Meyer charges a 10% handling fee for dry goods plus the current USPS rates for mailing your items. They can also drop off fresh and frozen at the air taxi of your choice for an additional fee.

Mike's Meats www.mikesqualitymeats.com or 907-696-1888

- Mike's Meats carries a variety of meat products and will deliver your order free to the air taxi of your choice.

Walmart www.walmart.com or 907-563-5900

- This is another option for your bush order that you can make by phone.

Sam's Club www.samsclub.com

- If you have a membership with Sam's you can order dry goods through samsclub.com or by phone. For a minimal fee plus shipping they will box up your order and mail it to you. They offer click 'n' pull where you can order your items on-line, or by phone, and request an expediter to pick it up.

Mail Box Groceries www.mailboxgroceries.com

- Mail Box operates like the rest of the bush expeditors and they have an online catalog available as well.

There are plenty more options but these are just a few examples of how to get additional gear or food while you are in Port Alsworth. (If using the internet to make orders please follow the DOI policy for internet use at work, see page 6 for additional info on computer use after-hours)

Suggested Items to Bring

Your lodging will have cooking utensils, pots/pans, dishes, silverware, towels, bedding, paper products (i.e. toilet paper and paper towels) and cleaning supplies. Laundry facilities are available for your use and detergent is provided for washing your bedding and towels.

Here is a list of things you may want to bring with you for your stay.

- Calling card
- Good hiking boots/shoes
- Camping gear if you plan on camping
- Books, playing cards, magazines (think rainy day activities)
- Cool weather gear such as a hat, gloves, warm coat (layers)
- Rain gear
- Sunscreen
- Bug dope
- Vitamins and Rx medicine
- Alarm clock
- Toiletries (toothbrush, toothpaste, contacts, eye drops, shampoo, razor and shaving cream, etc.)
- Laundry Detergent
- Music player
- Sunglasses
- Fishing rod and tackle and fishing license
- Camera
- Batteries
- Towel (some housing units have towels but not all)
- Tupperware, plastic bags, tin foil, plastic wrap

Housing Tips for Government Housing

While you are here:

- All personal long distance calls should be charged to your calling card.
- Laundry facilities are at the VIP Building and a few housing units
- Trash and recyclables go to the incinerator building (aka “Burney”)
- **Clean** and sort all recyclable materials. Please refer to the recycling information on page 10 and follow the guidelines to insure these materials are properly handled.

Before you depart:

- Remove ALL perishable food (unless marked any items left behind will be considered community property)
- Clean dishes and countertops
- Remove ALL trash and recycling to incinerator building
- Wash and dry used linens and towels (laundry facilities are located at the VIP Building and in some housing units)
- Sweep the floors (cleaning supplies can be found at the VIP Building)

You are required to leave your quarters in a neat and clean condition when you vacate them. Failure to leave quarters in a neat and clean fashion may result in loss of future accommodation privileges. Any problems or repairs should be made known to the housing person, maintenance staff, or your supervisor.

Thank you!

Recycling and Solid Waste Management at LACL

***Items in red must be empty and clean! No food contaminants please!**

Mixed Paper:

- Magazines, catalogs, cereal boxes (paperboard), egg cartons, phonebooks, paper.
- No hardbound books or metal bindings. • All other paper will be incinerated.
- Place in the super-sack marked *magazines* in the recycling building.

Aluminum:

- Aluminum cans only: Put in the marked tote in the Recycling Building.
- Other aluminum: Put into the *Landfill* box in the Recycling Building.

Steel/Tin Food Cans:

- Place in the marked tote in the Recycling Building for recycling; cans must be clean, empty and label-free. Running cans through the dishwasher is a good way to prep them for recycling.

Glass:

- Place in the super-sack marked *Glass* in the Recycling Building. Please empty, clean and remove lids and rings. Labels are okay.

Light Bulbs:

- CFLs and Fluorescent Tubes: Bring to the Recycling Building for recycling. Place in the marked Waste Management LampTracker boxes. If lamps are broken, be sure to secure the vapor lock bag.
- Incandescent light bulbs: Put into the *Landfill* box in the Recycling Building.

Plastic:

- #1 PETE and #2 HDPE Plastics: Plastic bottles and jugs (only containers with a neck) with the **#1 OR #2** recycle symbol. Place in the marked super-sack in the Recycling Building. Plastics must be **EMPTY, CLEAN and LID-FREE**. Lids should be placed in the *Landfill* box.
- Stretchy Plastic Film: grocery and drycleaner bags, bubble wrap, shrink wrap, etc. No food contaminated film please. Place in the marked container in the Recycling Building.
- All other plastics: Place in the *Landfill* box in the Recycling Building. Plastic that has food on it can be incinerated, but it is not encouraged.

Other items:

- Batteries: Place (with the terminals taped) in the marked containers in the Recycling or Headquarters Buildings. Place lead-acid batteries in the tote outside the Battery Shed for recycling.
- Cardboard: Corrugated cardboard **ONLY**; no paperboard or other paper products. Break down and flatten all boxes. Layer cardboard evenly in the marked bin in the Recycling Building.
- Aerosol cans: Place in the *Aerosol* container in the Recycling Building.
- Used oil, oil filters and plastic oil bottles: Place in the *Used Oil* Tote in the Recycling Building.
- Oversized items and metal scraps: Place in wooden bins outside of the Recycling Building. Any items with fuel and or oil residues on them may need to be cleaned (see facilities management).

INCINERATION: ONLY food garbage - plastics with food contaminants, paper and wood are to be burned in the incinerator. Place these items in non-leaking/contained bags or boxes in the marked tote inside the Recycling Building. Burning material not listed above will pollute the air and deposit chemicals into our ecosystem in addition to posing a **serious danger** for the employees who burn the trash. When in doubt, do not burn it! Put non-hazardous, non-food waste in the *Landfill* box. Please separate your trash and recycling as outlined.

Failure to follow these important safety and recycling protocols may result in your removal from park housing and/or disciplinary action.

LACL Battery Recycling

Battery Type	Common Name	Sizes Available	Examples of Use	Disposal classification	Proper Disposal
Alkaline (manganese)	Coppertop, Alkaline	AAA, AA, C, D, 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls	These batteries are classified by the federal government as non-hazardous waste.	RECYCLE. Place in the NONHAZARDOUS WASTE battery collection buckets. Tape the terminals or place in individual plastic bags. OR Place in the trash (landfill/non-burnable)
Button	Mercuric Oxide, Silver Oxide, Lithium, Alkaline, Zinc-Air	Sizes vary	Watches, hearing aids, toys, greeting cards, remote controls	hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags.
Carbon Zinc	"Classic", Heavy Duty, General Purpose, All Purpose, Power Cell	AAA, AA, C, D 6V, 9V	Flashlights, calculators, toys, clocks, smoke alarms, remote controls, transistor radios, garage door openers	These batteries are classified by the federal government as non-hazardous waste.	RECYCLE. Place in the NONHAZARDOUS WASTE battery collection buckets. Tape the terminals or place in individual plastic bags. OR Place in the trash (landfill/non-burnable)
Lithium / Lithium Ion	Usually has "lithium" label on the battery	AAA, AA, 3V, 6V, 3V button	Cameras, calculators, computer memory back-up, tennis shoes	These batteries are classified by the federal government as non-hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags.
Nickel-Cadmium (Rechargeable)	Either unlabeled or labeled "Ni-Cd"	AAA, AA, C, D, 6V, 9V	Flashlights, toys, cellular phones, power tools, computer packs	hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags.
Nickel Metal Hydride (Rechargeable)	Either unlabeled or labeled "Ni-Li" or "Ni-Hydride"	AAA, AA, C, D, 6V, 9V	Flashlights, toys, cellular phones, power tools, computer packs	non-hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags. OR Place in the trash (landfill/non-burnable)

Reusable Alkaline Manganese (Rechargeable)	Renewal	AAA, AA, C, D	Flashlights, calculators, toys, clocks, radios, remote controls	non-hazardous waste	RECYCLE. Place in the NONHAZARDOUS WASTE battery collection buckets. Tape the terminals or place in individual plastic bags. OR Place in the trash (landfill/non-burnable)
Sealed Lead Acid (Rechargeable)	"Gel," VRB, AGM, Cyclone, El Power, Dynasty, Gates, Lithonia, Saft, Panasonic, Yuasa	Multiples of 2 Volts: 2V, 6V, 12V	Video cameras, power tools, wheelchairs, AT-V's, metal detectors, clocks, cameras	hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags.
Lead Acid Vehicle Batteries	Sears, Die Hard, Yuasa	12V, 6V	Cars, trucks, motorcycles	hazardous waste	Label as waste and store separately in the battery shed.
Silver Oxide	Panasonic Silver Oxide	Sizes vary	Watches, hearing aids, toys, greeting cards, remote controls	hazardous waste	RECYCLE Place in the UNIVERSAL WASTE battery collection buckets. Tape the terminals or place in individual plastic bags.

Please do not place any batteries in trash destined for the incinerator.
When burned, the metals will vaporize into the air and pollute the park.

Lake Clark Information

Lake Clark National Park & Preserve was established on December 2, 1980. (Lake Clark National Monument was established in 1978 by President Jimmy Carter.)

Size: Lake Clark NP&P – 4 million acres (4,044,000 acres)
Park: 2.6 million acres (1 million hectares)
Preserve: 1.4 million acres (565,000 hectares)
Wilderness: 2.4 million acres (970,000 hectares)

Annual Visitation: 5,000 visitors

Elevations:	Crescent Lake	599 feet (183 meters)
	Iliamna Volcano	10,016 feet (3053 meters)
	Kontrashibuna	459 feet (140 meters)
	Lake Clark	254 feet (77 meters)
	Port Alsworth	257 feet (78 meters)
	Redoubt Volcano	10,197 feet (3108 meters)
	Summit Lake	1,000 feet (305 meters)
	Tanalian Mountain	3,960 feet (1207 meters)
	Telaquana Lake	1,219 feet (372 meters)
	Twin Lakes	1,979 feet (603 meters) - Lower Twin 1,982 feet (604 meters) - Upper Twin
	Two Lakes	1,132 feet (345 meters)
	Turquoise Lake	2,504 feet (763 meters)
	Upper Tazimina Lake	770 feet (8.5 miles long)

Lake Clark Pass – 1,100 feet

Tlikakila River flows 46 miles from Summit Lake to Lake Clark

Merrill Pass – 3,100 feet

Telaquana Pass – 3,100 feet

Newhalen River from Six Mile Lake to Iliamna Lake – 24 miles

Annual precipitation - Port Alsworth 17 inches

Chigmit Mountains on the coastal side 40 to 80 inches

Lake Clark is 110 square miles (6th largest freshwater lake in Alaska) 44 miles long, 1 to 4 miles wide 860 feet at deepest point.

Iliamna Lake is 1,150 square miles (largest fresh water lake in Alaska) 78 miles long, 22 miles wide.

Lake and Peninsula Borough Information

The populations for cities and communities in the following lists are taken from the United States Census Bureau's 2000 Census.

	Population	Date of Incorporation
Lake Clark/Iliamna Country		
Dillingham	2,466	1963
Egegik (EEG-gah-gik)	116	—
Iguigig	50	—
Iliamna (ill-ee-YAM-nuh)	102	—
King Salmon	442	—
Kokhanok (KO-ghan-ock)	174	—
Lime Village	6	—
Naknek (NACK-neck)	678	—
Newhalen	160	1971
Nondalton	221	1971
Pedro Bay	50	—
Port Alsworth	104	—

Major Cities (2010 Census estimates)

Anchorage	291,826	1920
Fairbanks	97,581	1903
Juneau	31,275	1900

State of Alaska .710,231 (2010 Census estimates)

Port Alsworth population is approximately 100 during the winter. Summer population can grow to 300 people.

Political Boundaries

Lake Clark lies within two Boroughs (similar to counties in many other states). East of the Chigmit Mountains, Lake Clark lies within the boundary of Kenai Peninsula Borough. Interior Lake Clark (including Port Alsworth) belongs to the Lake and Peninsula Borough.

Education

Tanalian School is part of the Lake and Peninsula School District with contains 11 schools with a total student population of approximately 600. The school district covers 500 miles from north to south. The students at Tanalian School are divided into Elementary and High School classes with two teachers for 27 students.

Lake Clark National Park and Preserve's Mission Statement

Mission Statement

The mission of Lake Clark National Park and Preserve is to preserve and protect the park's natural and cultural resources while providing for traditional use, inspiration, recreation, subsistence, and scientific study for the enjoyment and benefit of current and future generations.

Park Purpose

Lake Clark National Park and Preserve was one of thirteen National Park System units created or expanded by the Alaska National Interest Lands Conservation Act (ANILCA) on December 2, 1980. As a unit of the National Park System, Lake Clark National Park and Preserve shall be administered to:

"...conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Section 101 of ANILCA establishes the broad purposes of the park and preserve:

- ...to preserve unrivaled scenic and geological values associated with natural landscapes;
- ...to provide for the maintenance of sound populations of, and habitat for, wildlife species of inestimable value to the citizens of Alaska and the Nation, including those species dependent on vast relatively undeveloped areas;
- ...to preserve in their natural state extensive unaltered arctic tundra, boreal forest, and coastal rainforest ecosystems;
- ...to protect the resources related to subsistence needs;
- ...to protect and preserve historic and archeological sites, rivers, and lands, and to preserve wilderness resource values and related recreational opportunities including but not limited to hiking, canoeing, fishing, and sport hunting, within large arctic and subarctic wildlands and on freeflowing rivers; and
- ...to maintain opportunities for scientific research and undisturbed ecosystems.

Section 201(7) of ANILCA establishes Lake Clark to specifically, and in conjunction with Section 101 and the 116 Organic Act of the National Park Service, to:

- ...protect the watershed necessary for perpetuation of red salmon fishery in Bristol Bay
- ...maintain unimpaired the scenic beauty and quality of portions of the Alaska Range and Aleutian, including active volcanoes, glaciers, wild rivers, lakes, waterfalls, and alpine meadows in their natural state;
- ...protect habitat for and populations of fish and wildlife including but not limited to caribou, Dall sheep, brown/grizzly bears, bald eagles, and peregrine falcons.

Park Significance

Lake Clark National Park and Preserve protects approximately 4 million acres of undisturbed public land representing a microcosm of Alaska ecological resources characterized by rugged mountain peaks and spires, glaciers, a coast, deep valleys and lakes, high tundra, wild rivers, and a wide cross section of flora and fauna.

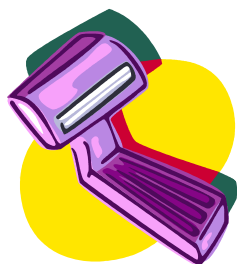
Lake Clark National Park and Preserve contains two majestic and active volcanoes Mt. Iliamna and Mt. Redoubt rising above 10,000 feet from a coastal plain and listed on the National Register of Natural Landmarks.

Lake Clark National Park and Preserve contains approximately 2,470,000 acres of designated wilderness for management under the provisions of the Wilderness Act of 1964 (PL 88577) and in accordance to applicable ANILCA provisions.

Lake Clark National Park and Preserve contains portions of three designated Wild and Scenic Rivers (Chilikadrotna, Mulchatna, and Tlikakila) to be managed in their entirety free of impoundments and diversions, inaccessible by road, with their shorelines primitive and their waters unpolluted.

Lake Clark National Park and Preserve contains the upper reaches of the Kvichak River system the world's most productive spawning and rearing habitat for sockeye salmon which contributes approximately 50 percent of the sockeye salmon caught in Bristol Bay, 33 percent of the entire U.S. catch, and 16 percent of the total world catch.

Lake Clark National Park and Preserve contains the largest single concentration of Athabaskan archeological sites known in Alaska the Kijik Historic District which is listed on the Register of Historic Places and has been designated as a National Historic Landmark.



Cranberry Cache



8:00 a.m. to 8:00 p.m.
Monday through Sunday

Located next to the Farm Lodge by Hardenberg Bay

Tanalian Church

SERVICES

Sunday: 10:15 a.m.

Wednesday: 7:00 p.m.

The church is located between the runways, on the lake shore, near Tanalian Bible camp.



Port Alsworth Post Office



Hours: 8:30 a.m. to 3:30 p.m.
Monday through Friday

Mail is delivered on Monday, Wednesday and Friday.
Outgoing mail deadline is 8:30 a.m. on mail days.

Bush Gil's Coffee Shop

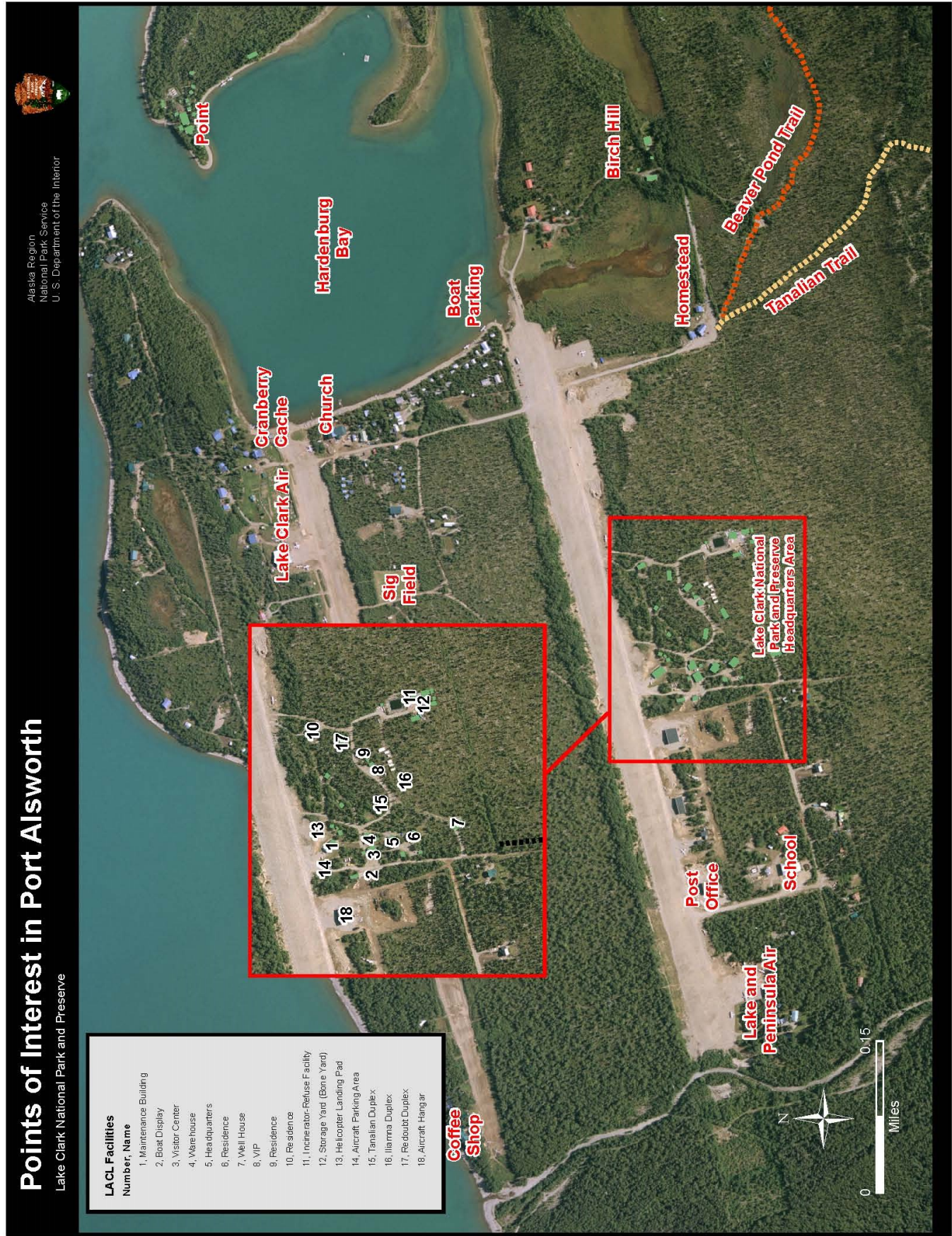


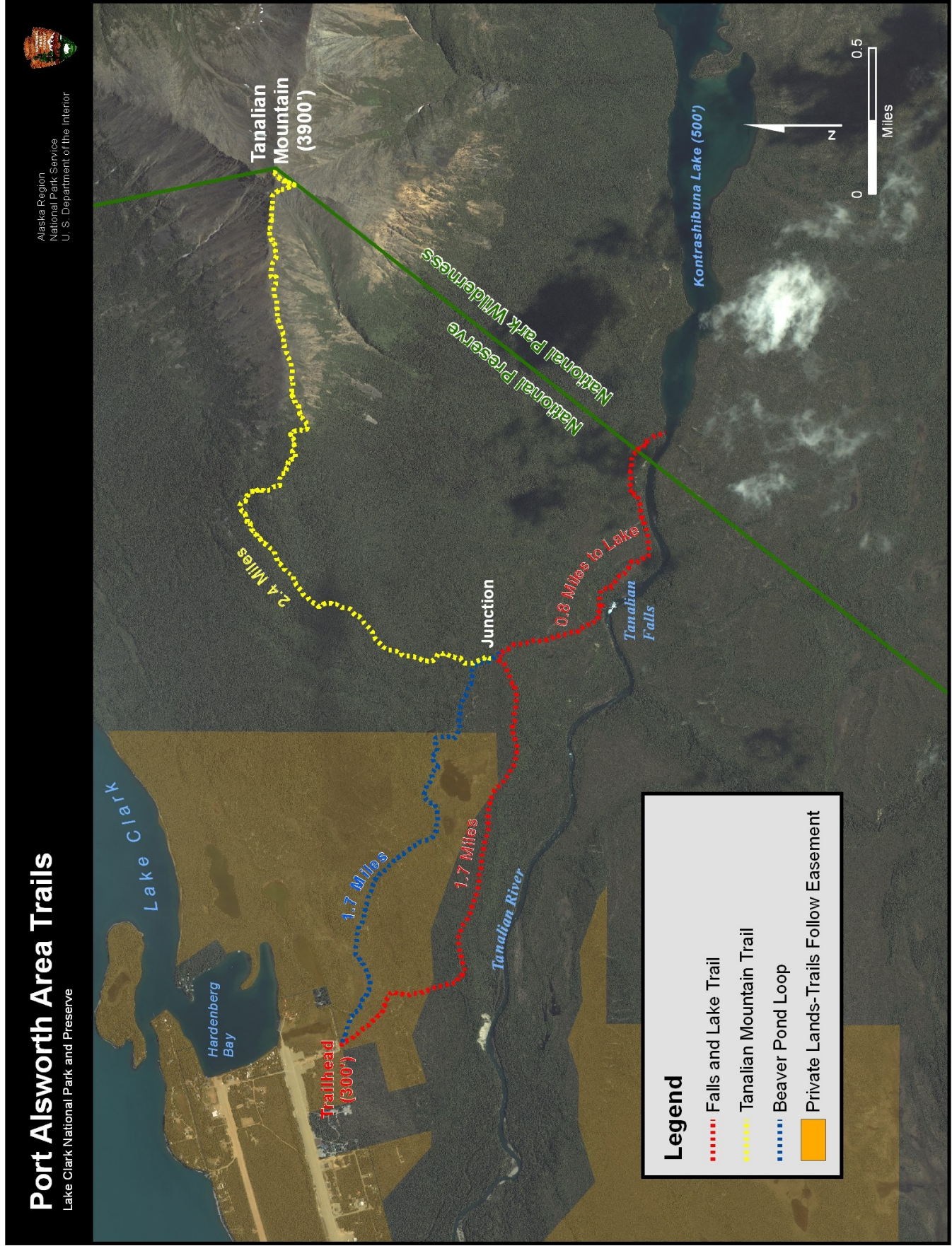
Open Daily from:
10:00 a.m. to 4:00 p.m.

Serving sandwiches, smoothies, coffee & espresso.

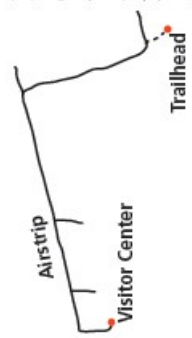
Pick up or delivery available.

781-2245





Directions to Trailhead



From the visitor center, return to the closest airstrip. Turn right and head towards Hardenberg Bay. Pass two possible right hand turns. Continue to the final road to the right before the end of the airstrip. Turn right.

When the road takes a 90° left turn, take the trail that heads up the embankment straight in front of you. Continue straight less than 100 ft to the trailhead.

Tanalian Trails Destinations



Beaver Pond Loop

Difficulty: Moderate

This forested trail offers a loop hike around and old beaver pond with views of Lake Clark and the surrounding mountains.



Tanalian Falls

Difficulty: Moderate

This trail offers views of Lake Clark on its way to spectacular waterfalls.



Kontrashibuna Lake

Difficulty: Moderate

A half mile beyond Tanalian Falls the trail ends at Kontrashibuna Lake.



Tanalian Mountain

Difficulty: Strenuous

This trail steeply climbs the side of Tanalian Mountain offering views of Lake Clark and the surrounding mountains.

Be Prepared

Tell someone where you are going and when you expect to return.

Carry food, water, and extra clothing. Dress in layers and plan for changing weather.



Bear resistant food storage container

Bear Safety



Stay Alert

Watch and listen for bears.

Be Visible, Make Noise

Avoid surprising a bear.

Safety in Numbers

Larger groups have lower risk.

Avoid Bears

Give bears plenty of space. Never approach a bear. If you see a bear, do not run. Slowly leave the area.

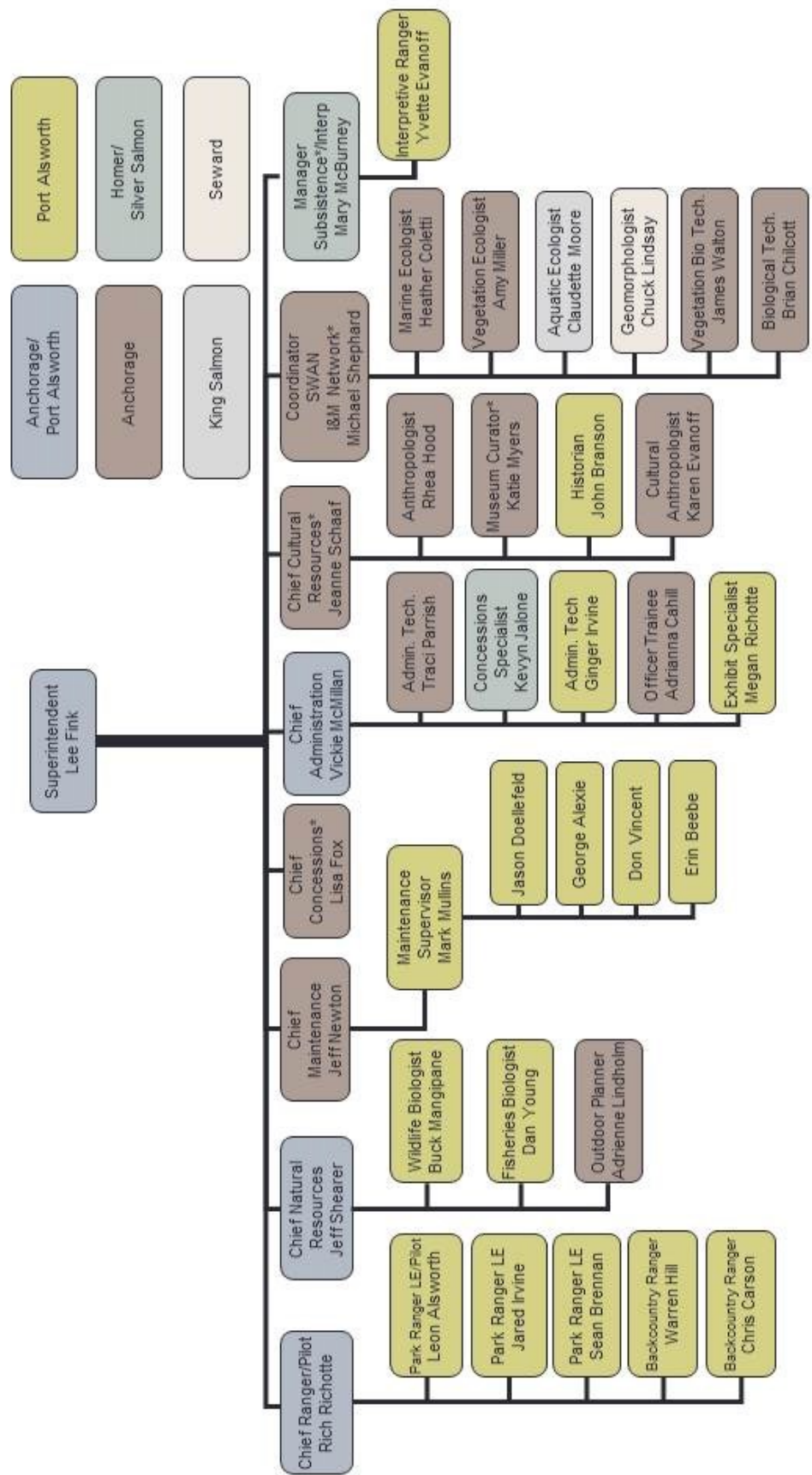
Store Food Properly

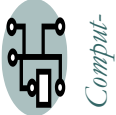
Federal law requires proper food storage at all times.

Additional safety information can be found in the brochure “Bear Safety in Alaska’s National Parklands” and the film “Staying Safe in Bear Country.” Both are available in the Visitor Center.

Lake Clark National Park and Preserve
Summer 2012

* Position also assigned to Katmai NP/PR





Comput-

Once IT checks your status as an employee and that you passed the required tests and readings, they will establish your 'rights' to the network.

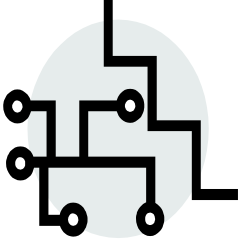
- Supervisor signs off on request for employee network access. Form found on network in Port Alsworth and in Anchorage.
- Employee takes the IT awareness test. In Port Alsworth the test is on dedicated computer and access is acquired through supervisor. In Anchorage a dedicated computer terminal is located in the HR offices. The User Rules of Behavior is available hard copy from Supervisor or admin team. Result and signature pages are sent to Anchorage
- IT notifies park when access is available with the user name and password.
- There is a dedicated seasonal terminal in



Special assist Programs

The National Park Service offers special programs to employees: to guarantee that every employee and volunteer works in a respectful nondiscriminatory workplace (EEO), conflicts are resolved confidentially with a third party media-

support and assistance 24-7 with problems that may be emotional, dealing with relationships, family, related to alcohol, finances, your job (EAP) also confidentially. With your comfort level in mind there is information available on all of these programs from a variety of sources. Information is available through your supervisor, the administrative staff, personnel in the Workforce Management Office, and on the internet.



Important numbers and web sites

EEO – Supervisor, Angela Olson, Vickie McMillan, Tanya Abram

www.eeoc.gov

CORE – Supervisor, Traci Parrish, Angela Olson, Vickie McMillan, Lindy Lawson

Lindy_lawson@nps.gov

EAP – Supervisor, Traci Parrish, Angela Olson, Vickie McMillan,

www.foh4you.com,

1-800-222-0364

Other Useful Web address:

<https://www.employeeexpress.gov>

<https://doilearn.doi.gov>

<http://npshelpdesk.nps.gov/>

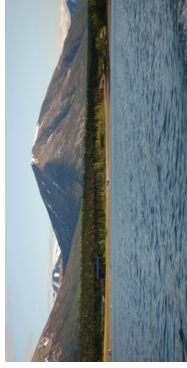
<https://govtrip.com/govtrip/site/index.jsp>

<https://qtime.nbc.gov/proweb/qtime1556/login>

<http://inpakroms16sp:37964/LACL/default.aspx>

LAKE CLARK NATIONAL PARK AND PRESERVE

Quick Reference for Administrative Staff and Practices



Anchorage

Vickie McMillan

Administrative Officer.

(907) 644-3645

Vickie_mcmillan@nps.gov

Traci Parrish

Administrative Technician.

(907) 644-3634

Traci_parrish@nps.gov

Port Alsworth

Ginger Irvine

Administrative Technician.

(907) 781-2218

Ginger_irvine@nps.gov

You can ask a question of any one of us. If we don't know and are not the right person, we will direct you to who can get you the best answer.



We are on a bi-monthly pay schedule which means that pay periods cover 14 days and pay days are every other Tuesday.

Payroll

By Thursday of the second week you submit your timecard to your supervisor for approval. If you change your hours after your supervisor forwarded your time please submit a correction. If you have computer access the process is completed electronically using Quicktime. If you do not then a timekeeper and your supervisor will assist you. There is an available SOP. Ask your Timekeeper for a copy or go to the LACL Sharepoint. Please reference for guidance and instructions.

Pay checks compensate you for the previously worked pay period not the current one. You do not receive the pay check for your first worked pay period until the second week of the next pay period.

- Enter and verify your time in Quicktime
- Timekeeper will validates

Supplies or materials for 'small' or micro-purchases are to be made using a government issued credit card. If

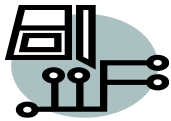


Purchases

you do not have a credit card, then complete a DI-1 and forward it to your supervisor. Then submit the DI-1 to administrative personnel for purchasing and processing.

- Purchase with Credit card
- Complete DI-1 and submit to Supervisor if not a card holder

- Administration completes request upon approval of supervisor



In the performance of your duties you will be using government property. The accounting of and use of is of course regulated and reported on. If you lose or damage government property, please contact your supervisor immediately. The park property officer will then work with the park Board of Survey to investigate the incident and decide if there is a liability.

Property



As soon as you think that you may have injured yourself while on duty, contact your supervisor immediately. Even if you don't feel you need

Injuries

that details can be documented while fresh in your mind. If you require medical attention arrangements will be made. A CA-16 form needs to be taken to the doctor to authorize medical treatment. After treatment a CA-1 or CA-2 form will need to be completed and submitted via the SMIS program.

- Seek medical attention if needed.
- Immediately report the injury/illness to your supervisor.
- Completed CA-16, CA-1 or CA-2 forms are entered into SMIS.



Travel in the performance of your job duties allows certain entitlements with the program. Transportation, meals and lodging are provided as necessary and as allowable for the area you are traveling. The 'entitlements' for each instance and

Travel

Your supervisor will dispatch you on a temporary duty (TDY) assignment. A travel authorization is created. Depending on where your temporary duty station is located, your meals and lodging will be provided directly by the park or you will be reimbursed upon completion of the assignment. Reimbursements due you will be made upon submission of original receipts and trip report (voucher).

Travel is processed electronically. All travel documents are created and approved using the GovTrip program. Any due reimbursements will be deposited directly to your account. There is a SOP for travel available from the Administrative staff or on the LACL Sharepoint.

If you have questions or need assistance with travel ask your supervisor or the administrative staff.

- Travel Authorization prepared by traveler upon request of supervisor
- Dispatched on temporary duty assignment.
- Travel Voucher created and processed by administration point of contact



Computers are becoming our means of managing information and

Computers

will have reason to use our computer network. To receive access to our network your supervisor will request a user name and password. You will also be required to complete and submit a certificate of completion for the IT awareness training/test. And, you also will be required to read the "User Rules of Behavior", sign and then submit a signature page verifying it. This document



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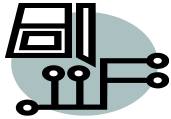


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United States Department of the Interior
NATIONAL PARK SERVICE
Alaska Region
240 West 5th Avenue, Room 114
Anchorage, Alaska 99501

IN REPLY REFER TO:
P4219(AKRO-AHR)

May 24, 2006

VIA ELECTRONIC MAIL – NO HARD COPY TO FOLLOW

Memorandum

To: All Employees

From: Regional Director, Alaska Region

Subject: Policy on Equal Opportunity and Zero Tolerance of Discrimination

In order to protect and provide access to our Nation's natural and cultural heritages, I am committed to creating a work environment in which a diverse workforce is valued, motivated, developed and rewarded for excellent performance. The Alaska Region will build and maintain an environment where merit principles, effective leadership, excellence and empowerment are respected and valued.

Employment discrimination is unlawful and will not be tolerated by the National Park Service. I am committed to maintaining a workforce where equal access to employment opportunity is assured for all employees and applicants for employment without regard to their race, color, sex, age, national origin, disability, religion, sexual orientation, genetic information and without retaliation for engaging in protected activities. No person shall be subjected to retaliation/reprisal for opposing any discriminatory practice or for participating in any stage of the administrative process enforced in Federal and federally assisted EEO programs. Our policy on equal employment opportunity is based on and consistent with relevant laws; regulations issued by the Equal Employment Opportunity Commission (EEOC) at 29 CFR 1614; related EEOC Management Directives; and Department of the Interior policies.

All employees are responsible for carrying out the regions' policy on equal opportunity and to promote it through exemplary conduct and sensitivity for the rights of fellow employees and the public we serve. Senior-level management, superintendents, team managers and supervisors particularly will be held responsible for responding to complaints swiftly and to take appropriate steps to address improper and illegal behavior through appropriate disciplinary or administrative action.



Marcia Blaszk



United States Department of the Interior
NATIONAL PARK SERVICE

Alaska Region
240 West 5th Avenue, Room 114
Anchorage, Alaska 99501

IN REPLY REFER TO:
A7615(AKRO-RS)

VIA ELECTRONIC MAIL – NO HARD COPY TO FOLLOW

MAY 20 2009

Memorandum

To: All Employees, Alaska Region
From: Regional Director, Alaska Region
Subject: Alaska Region Safety Policy

Each year, the regional office and parks are committed to reissuing our safety policy. This provides an annual reminder of what your superintendents, supervisors, team leaders, and I really want you to remember each and every day – that each of us has a role in contributing to and assuring a safe and healthy work environment – for ourselves, our co-workers, our volunteers, our concessioners, and our visitors.

Our policy is simple: No mission, no activity, no job is so important that we knowingly expose anyone to an unacceptable degree of risk. Each of us has a responsibility to be looking out for those around us. If you see something that looks questionable – speak up. If you're not sure about something – ask.

It's easy to think of safety in terms of data - lost time accidents, continuity of pay, workers compensation costs, injury rates, etc. Those are all measurable things, but they don't tell the full story. What's immeasurable is the human factor. Those we work with aren't just employees. They are husbands and wives, mothers and fathers, sons and daughters, dear friends. Think what your life would be like if someone you cared about were suddenly not in it anymore. I don't want that for anyone as a result of an injury or accident in one of our parks. And I know you don't either. That's why we all need to look out for one another continuously.

The Alaska Region NPSafe plan is our framework for accomplishing a safe working environment. We are committed to active engagement by management and leadership in continually evaluating our safety performance, our work site conditions, and our work practices. The safety program is as good as you make it. For more details about the plan, go to <http://165.83.62.205/epr/safety/NPSafe.htm>.

In the coming months, you'll be hearing more about Operational Leadership, a new decision-making tool that we are deploying across the Service as a part of NPSafe. "OL" is an employee-centered approach to managing risk and achieving professional excellence. OL encourages an enhanced level of awareness of the circumstances in which our work is undertaken. Using an easy, but structured, method for quickly identifying hazards and assessing the risks associated with them is at the heart of Operational Leadership. The tools include a method to examine risk through the lens of severity, probability and exposure, as well as a method that rates risk using 8 elements common to NPS and scores them on a scale of green, amber, red. A key objective of Operational Leadership is to empower employees to think carefully before undertaking an activity and to be more aware of the human factors and environmental circumstances that can affect our safe performance.

The Alaska Leadership Council developed 5 primary "focus areas" to guide our strategic work for the next several years. We tiered from the five goal areas associated with preparing for the NPS Centennial in 2016 (resource stewardship, environmental leadership, recreation, education, and professional excellence), but with a decidedly Alaska-twist for our goals. Implementation of Operational Leadership as part of our safety management program is included in our workforce and organizational excellence focus area. We have already made good progress through facilitator training so that continued sharing of the Operational Leadership concepts can occur at the park level. More remains to be done, as focusing on safety is never removed from our "to do" list.

Thanks for all you do on behalf of the NPS, our mission, and our resources every day. Let's bring the same passion and commitment we apply to our work to the safety of ourselves and our co-workers.



Sue E. Masica
Signed Original on File

Lake Clark National Park & Preserve

Anchorage: 240 W. 5th Ave., Suite 236, Anchorage, AK 99501 - Phone (907) 644-3626 Fax (907) 644-3810

Port Alsworth: General Delivery, Port Alsworth, AK 99653 - Phone (907) 781-2218 Fax (907) 781-2119 Maint Fax (907) 781-2115

Homer: 2181 Kachemak Dr., Homer, AK 99603 - Phone (907) 235-7891 Fax (907) 235-7970

Backcountry Cell Numbers: Silver Salmon Creek - Cell (907) 242-6901
Fisheries- (907) 781-3060 River Mile 22 – (907) 294-4049

Employee	Title	Work Number	Cell Number	Home Number
Amy Miller	Vegetation Ecologist	644-3683		
Buck Mangipane	Wildlife Biologist	781-2136		781-2118
Chuck Lindsay	Geomorphologist	235-7892	399-2174	
Claudette Moore	Aquatic Ecologist	246-2149		
Chris Carson	Backcountry Ranger	781-2120	781-3154	
Dan Young	Fisheries Biologist	781-2113	571-274-5639	781-2288
Daryl Carson	AMD-Maintenance	271-5851		
DENA Comm Center	DENA Dispatch	683-9555	FAX: 683-9640	
Ginger Irvine	Dispatcher/Admin.	781-2101		538-3542
Heather Coletti	Marine Ecologist	644-3687		
James Walton	Vegetation Bio Tech	644-3684		
Jared Irvine	Park Ranger LE	781-2127	781-3153	538-3341
Jason Doellefeld	Maintenance Worker	781-2138		781-2424
Jeanne Schaaf	Chief of Cultural Resources	644-3640	980-8891	
Jeff Newton	Chief of Maintenance	644-3635 / 781-2124		
Jeff Shearer	Chief of Natural Resources	644-3629 / 781-2107		
John Branson	Historian	781-2134		
Karen Evanoff	Cultural Anthropologist	644-3638	294-4100	
Katie Myers	Museum Curator	644-3631		
Kevyn Jalone	Concessions Specialist	235-7865	399-8188	
Lee Fink	Chief Ranger LE	644-3646 / 781-2104	440-4233 / 980-8851	336-2288
Leon Alsworth	Park Ranger LE / Pilot	781-2103	244-1629 / 781-3155	781-2232
Lisa Fox	Chief of Concessions	644-3644	980-7252	
Mark Mullins	Maintenance Supervisor	781-2116		781-2221
Mary McBurney	Subsistence Manager	235-7891	602-2333	
Michael Shephard	Ecological Mon. Coordinator	644-3681		
Rhea Hood	Archeologist	644-3639		
Rich Richotte	Park Ranger LE / Pilot	781-2102	440-7195	781-2241
Russ Frith	Assistant Data Manager	644-3689		
Sean Brennan	Park Ranger LE	781-2139	830-3885	
Traci Parrish	Administrative Tech	644-3634		
Tony Thomas	Information Tech Specialist	644-3704		
Travis Lons	Alaska State Wildlife Trooper	781-2126	781-3040 work / 538-3666 personal	781-2291
Vickie McMillan	Chief of Administration	644-3645	980-8831	301-4737
Warren Hill	Park Ranger	781-2137	242-6902	781-3033
Yvette Evanoff	Interpretive Ranger	781-2117		781-2270

Emergency Numbers

Nilavena Clinic—Iliamna**Iliamna Clinic**

907-571-1383

Nondalton Clinic

907-294-2238

AK Regional Hospital

Main Desk 907-276-1131

Emergency Room 907-264-1222

Air Ambulance 800-478-9111

Providence Alaska Medical Center

Main Desk 907-562-2211

Emergency Room 907-261-3111

Air Ambulance/Lifeguard AK 907-261-3070

Alaska Native Medical Center

Main Desk 800-478-3343

907-563-2662

Local Air Taxis (Medi-vac)

Lake Clark Air 781-2211

Lake and Pen 781-2228

Alaska State Troopers

907-571-1871

Alaska State Troopers**King Salmon Dispatch**

907-246-3346

Alaska State Troopers**Soldatna Dispatch**

907-262-4453

911 Emergency

907-262-4052

907-262-4456

Coast Guard Search & Rescue

800-478-5555

Rescue Coordination Center

907-428-7200

National Poison Control

800-222-1222

Dick Proenneke Historic Cabin Site

Lake Clark National Park & Preserve
US Department of the Interior



Dick Proenneke: Alaskan Pioneer and Craftsman



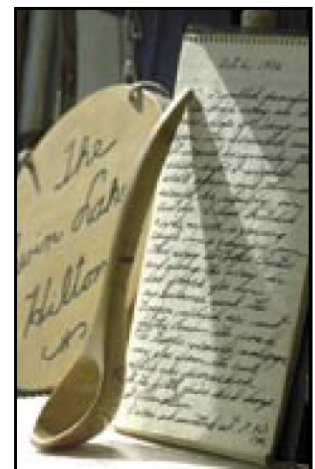
Dick Proenneke moved permanently to Twin Lakes in 1968 at age 52 to live deep in the wilderness out of a need for simplicity. (Photo from the Richard Proenneke collection)

The Dick Proenneke Site stands out as the best example of the thousands of log cabins built in bush Alaska in the past 100 years. The cabin and other structures were built in 1968 by Dick Proenneke using nothing but hand tools. Proenneke was a master craftsman who believed passionately that his life at Twin Lakes should not result in a diminution of the wildlife there.

Dick Proenneke had the forethought to film himself building his log cabin, thus creating an extremely important historic film. The film documents a relatively common practice that was rarely, if ever, preserved on film for future generations.

Proenneke epitomized some of the salient historical virtues of American culture such as self-sufficiency, thrift, and living within one's means. He had a voluminous correspondence with friends and admirers all over the nation and was a daily journal keeper who filled notebooks and calendars with wildlife observations, weather notations, the details of his days, and sage reflections on the simplest of lifestyles.

Some people have called Dick Proenneke a modern-day Henry David Thoreau with Twin Lakes being like Walden Pond. A major difference is one of scale; Proenneke resided at his Twin Lakes cabin for 30 years and Thoreau lived at Walden Pond one year.



Dick Proenneke was a tireless journalist, observing and recording his natural surroundings and experiences. (Photo by Evan R. Steinhauser).

Help Protect This Heritage

Lake Clark National Park & Preserve is managing the Dick Proenneke Historic Cabin Site as a nationally significant historic site. Nearly everything here was handmade by Proenneke during his life at Twin Lakes between 1967 and 1998. It has been left here, as he left it, for the enjoyment and benefit of visitors. Look at and explore, but leave untouched, these historic remains for future generations to enjoy. Take special care with the handcrafted door and other fragile features so that the National Park Service can continue to leave the cabin and outbuildings open to all who wish to visit.

It is against the law to disturb historic and prehistoric resources on public lands. Violations may result in penalties of up to \$250,000, jail time, and forfeiture of all vehicles and equipment used in the violation. Please report any suspected violation to Lake Clark National Park & Preserve at 907/781-2218.

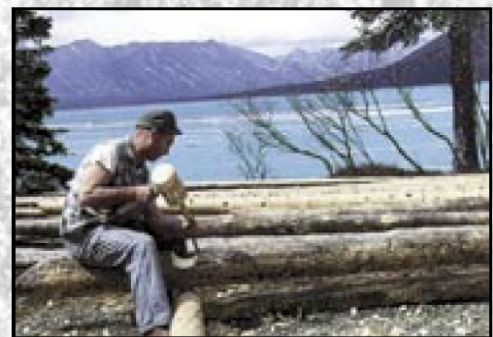
Facilities

There are no toilet facilities at the Proenneke Site. Visitors are asked to use the outhouse at the Hope Cabin approximately 200 yards northeast (uplake) of the Proenneke Site. The Hope Cabin outhouse is accessible by walking up the beach to the cabin and then walking 25 feet further to the east on the trail. An optional way to arrive at the Hope Cabin outhouse is by continuing past the Proenneke woodshed 25 feet and turning left on the foot trail and proceeding about 200 yards to the outhouse. Please stay on the established trails.

Camping at this historic site is prohibited, for the protection of the site environment and preservation of the wilderness values that Dick cherished. Camping is permitted at the Hope Creek campground, located about 300 yards south of the Proenneke Site, on the south side of Hope Creek.

More Information

Proenneke's first years' journals were edited by the late Sam Keith into the best selling Alaska classic *One Man's Wilderness: An Alaskan Odyssey*, recently reprinted by Alaska Northwest Books (1999). A video entitled "Alone In the Wilderness" uses Dick's own footage and documents the construction of his log cabin and his lifestyle at Twin Lakes. It is available from Bob Swerer Productions, Fort Collins, Colorado at 1-800-737-0239. For more information, contact park historian John Branson at 907/781-2111.



Dick Proenneke's wilderness philosophy included building his cabin using only hand tools. (Photo from the Richard Proenneke collection)

Lake Clark

National Park Service
U.S. Department of the Interior

Lake Clark National Park and
Preserve



Bristol Bay Double-ENDER Libby McNeil & Libby #23

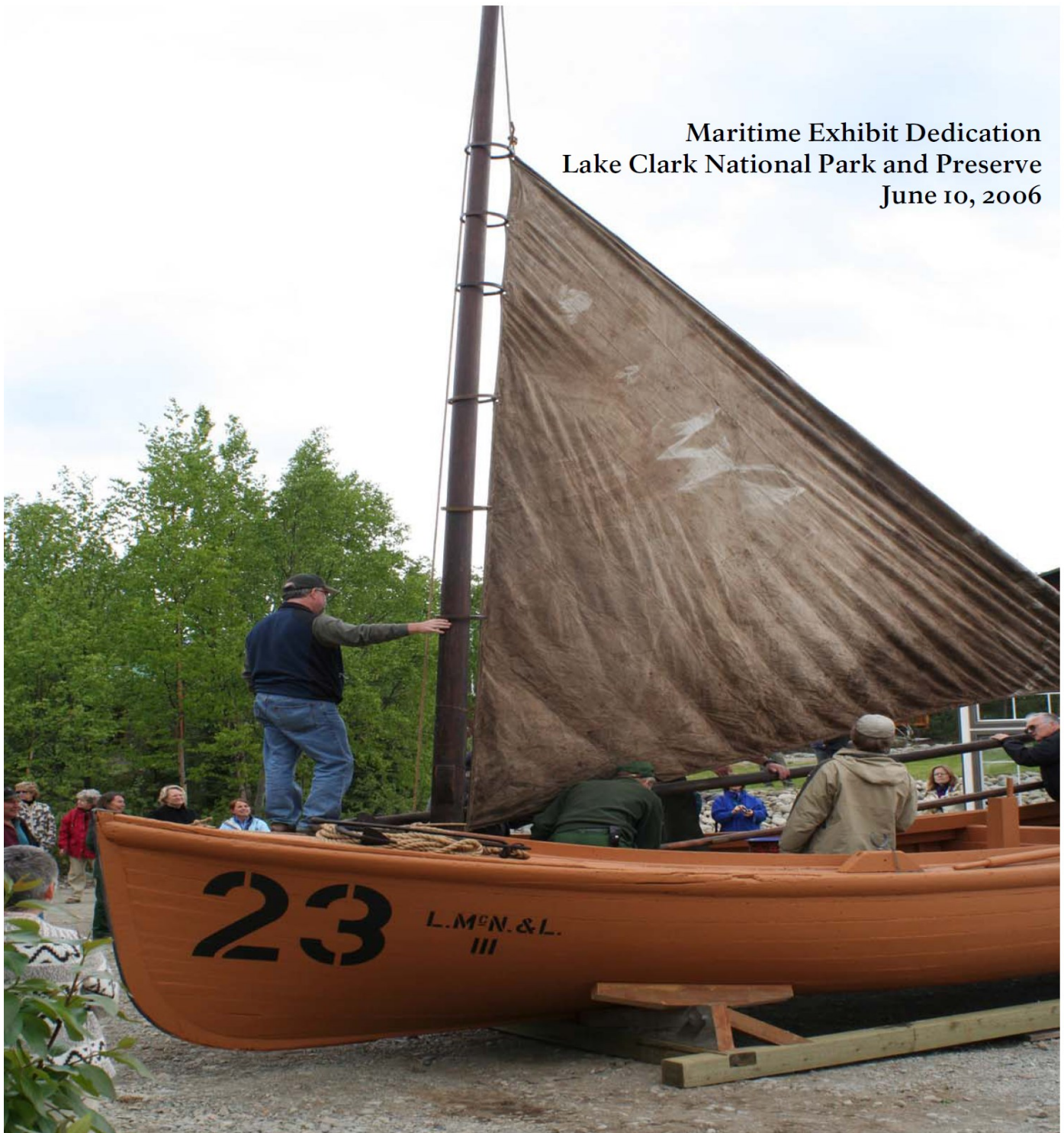
Boat History

- Built in 1914, probably in Astoria, Oregon.
- Called a “double-ender” or gillnetter
- This boat fished in Bristol Bay for Libby, McNeill & Libby cannery at GRAVEYARD KOGGIUNG (*cog-ee-ong*), at the mouth of the Kvichak (*kwee-jak*) River until 1951
- Beginning in 1951, Bristol Bay gillnetters were converted to gas engines
- Libby, McNeil & Libby #23 was purchased from the cannery at Graveyard in about 1953 by John Coray, a Nondalton schoolteacher. Coray brought the boat up the Kvichak River and across Iliamna Lake, powered by a small outboard engine mounted on the stern. After being trucked over the Newhalen Portage, it was launched on Sixmile Lake.
- Later purchased by the Woodward family, the boat was used for recreation in the 1960s and 1970s. The family donated the boat to Lake Clark National Park and Preserve in 1997.
- In 2006, Lake Clark National Park and Preserve dedicated a new exhibit, featuring #23 fully restored to its original condition, as it once sailed in the historic Bristol Bay fishery.

Boat Facts and Stats

- Weight: 3,500 –4,000 pounds
- Length: 29—30 feet
- Planking made of Port Orford cedar
- Ribs and comb made of white oak
- Keel made of oak or ironbark wood
- During the Bristol Bay sailing glory days, the boat could carry up to 3,000 red (sockeye) salmon. The fish weighed about six pounds each, for a total of 18,000 pounds per boat.
- Each boat was operated by a two-person crew.

**Maritime Exhibit Dedication
Lake Clark National Park and Preserve
June 10, 2006**



Lake Clark National Park and Preserve exists to protect the watershed necessary for the perpetuation of the red salmon fishery in Bristol Bay, to maintain unimpaired the scenic beauty and quality portions of the Alaska Range and the Aleutian Range and to protect habitats for and populations of fish and wildlife. Lake Clark National Park and Preserve protects and preserves natural and cultural resources while providing for traditional use, inspiration, recreation, subsistence and scientific study for the enjoyment and benefit of current and future generations.

Lake Clark National Park & Preserve



Emergency Operations Plan 2013

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AKRO RANGER SERVICES TEAM

Address: 240 W. 5th Ave
Anchorage, AK 99501
Central Telephone: 907-644-3406
Telefax 907-644-3809

<u>Staff:</u>	<u>WORK/Home Numbers</u>	<u>PAGER</u>	<u>CELLULAR</u>
Team Manager, Ranger Services: Chris Pergiel	644-3406		382-0431
Fee/Youth Programs Manager: Tonyua Abram	644-3348		
Admin Assistant: Nori McMullin	644-3417		
Law Enforcement Specialist: Andee Sears	644-3410		
Special Agent: Steven Bell	644-3411	274-7023	268-0541 317-4675
Special Agent: Wynn Carney	644-3415		317-4674
Fire Management Officer: Dan Warthin	644-3409		347-7988
Structural Fire Officer: Alan Wetzel	644-3414		
Regional Aviation Manager: Ken Barnes	644-3407		355-2756
Regional Safety Manager: C. Eric Benson	644-3408		
Telecommunications Manager: Dan Healey	644-3710		
Telecommunications Specialist: Joel Fellows	644-3708	373-7755	
Telecommunications Specialist: Tim Kemp	644-3723		
Radio Shop: Doug Peratrovich	644-3722	333-1294	

AKRO RANGER SERVICES TEAM (cont.)

<u>Staff:</u>	<u>WORK/Home Numbers</u>	<u>PAGER</u>	<u>CELLULAR</u>
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Radio Shop: Tom Gillette	644-3721	745-0583	
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OTHER AKSO EMERGENCY CONTACTS:

Regional Spill Coordinator: (Only for Hazardous Materials) Joan Darnell	644-3526	345-4550	
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1 st Alternate: Bud Rice	644-3530	345-9420	
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Abandoned Explosives Coordinator: Logan Hovis	644-3468	348-8865	
--	----------	----------	--

24-Hour EPR Fax	907-257-2503		
24-Hour ARPA Hotline	1-800-478-2724		

PLEASE NOTE: Home phone numbers are for the use of emergency and official business only. Numbers are not to be given out for other purposes.

LAKE CLARK NATIONAL PARK & PRESERVE

Mailing Address: 240 W 5th Ave., Suite 236
Anchorage, AK 99501

Physical Address: Park Headquarters
Port Alsworth, AK 99653

Main Office Telephone,
Anchorage: 907-644-3626

Telefax, Anchorage: 907-644-3810

Field Headquarters,
Port Alsworth: 907-781-2218

Maintenance Shop,
Port Alsworth: 907-781-2116

Field Headquarters Fax,
Port Alsworth: 907-781-2119

Personnel with home numbers:

Chief Ranger Pilot	Lee Fink	644-3646/781-2104 Cell:440-4233 Home:336-2288
Ranger/Pilot	Rich Richotte	781-2102 Home: 781-2241
Park Ranger LE	Jared Irvine	781-2127 Cell:781-3153 Home: 538-3341
Facility Supervisor:	Mark Mullins	781-2116/781-2221
Ranger/Pilot:	Leon Alsworth	781-2103 Home: 781-2232
Park Ranger	Warren Hill	781-2137 Home: 717-6266
Maintenance	Jason Doellefeld	781-2138 Home: 781-2424

GENERAL EMERGENCY INCIDENTS

The Emergency Operation Plan provides information for guidance in dealing with a variety of incidents that may occur in LACL. The plan supplements the Continuity of Operations Plan, the Occupant Emergency Plan and the various emergency planning documents of the parks.

Notify AKSO concurrently when making notifications per the WASO Incident Reporting Procedures. If in doubt about reporting the incident to WASO, report the incident to AKSO. Too much information is easier to deal with than no information.

Incidents are recorded via the Case Incident Reporting System.

Requests for Incident Management Teams (IMT) must be approved by the Regional Director or designee. Requests will be in writing. In an emergency situation, the Regional Chief Ranger or designee must approve the request. There are few funding alternatives for IMT's. Parks requesting IMT's should be prepared to budget for them. Please reference the IMT Standard Operating Procedure/Guideline.

Requests for Special Event Teams (SET) must be approved by the Regional Director or designee. Requests will be in writing. In an emergency situation, the regional SET Commander (Regional Law Enforcement Specialist) may authorize deployment. Emergency Law and Order funding may be available for SET funding. Please reference NPS-9 for Emergency Law and Order funding guidelines.

Other emergencies and/or requests for assistance not covered by this plan should be handled in a reasonable manner and reported to Ranger Activities as soon as possible. Questionable or borderline cases should be reported promptly for preliminary planning, even though immediate assistance is not required.

Major emergency incidents involving LACL will initially utilize a local Incident Management Team. Major incidents will be handed off to the Regional Type II IMT or National Type I IMT.

LAW ENFORCEMENT EMERGENCIES

Park law enforcement emergencies will be handled in accordance with the park Emergency Operations Plan. Parks with cooperative agreements with other law enforcement agencies may request personnel and equipment directly from those agencies. The Alaska Region maintains a Memorandum of Understanding with the Alaska State Troopers. Notify Ranger Activities immediately for any occasion when unusual assistance is required or requested.

LACL law enforcement emergencies will be handled by Park Rangers. AKSO law enforcement personnel are an asset to handling law enforcement incidents, but the primary responsible party for numerous law enforcement emergencies is the Alaska State Troopers.

The Alaska Region fields three (3) Special Agents. The Special Agents are based in Wrangell-St. Elias, Glacier Bay and AKRO. These individuals are available to assist parks within the Region in terms of case investigation and management. Call outs and priorities are set by the Regional Law Enforcement Specialist. The park's Chief Ranger is consulted before a Special Agent is given an assignment. Superintendents are notified prior to a Special Agent investigating an incident in their parks.

Superintendents may request Special Event Teams. See Emergency Incidents above.

DO-9 and RM-9 should be referenced for Law Enforcement activities.

FOREIGN NATIONALS

The President directed that uniform procedures be established for dealing with various types of non-military incidents which could have an adverse impact on foreign relations. Some examples involving foreign nationals are:

harassment	death
violence	affronts
disappearance	arrests
accidents	

All such incidents are Level I incidents per the Incident Reporting Procedures and will be reported to WASO and AKSO.

BOMB THREATS/TERRORISTS

Terrorism

The threat of terrorist activities in the United States is a concern for all of us. Physical security is an area that the National Park Service is placing greater emphasis on. The threat of a nuclear, biological or chemical incident is real. The FBI encourages agencies to think in terms of “when,” not “if.”

Even though the overall likelihood of a terrorist threat is low in Alaska, we should be aware that National Park areas potentially make very strong symbolic targets. And terrorism is designed to strike where unexpected.

National Park Service staff should carefully monitor the environment of their facilities to be on the look-out for suspicious persons, objects or actions. Superintendents should discuss this with their staff and come up with appropriate physical security measures. Terrorist security measures often have the benefit of providing additional physical security to National Park Service employees in the course of their every day jobs.

Any reports of violence or threats of violence, attributed to terrorists, is a Level I Incident Reporting Procedure.

Bomb Threats

If you receive a bomb threat you should:

1. Use the attached Bomb Threat Checklist.
2. After the caller has terminated the call, dial 781-2218 and Alaska State Troopers at 907-842-5641 and Ranger Services at 907-644-2475.
3. Provide the following:
 - Your name.
 - The extension the call was received on.
 - The exact wording of the threat and all information on the checklist.
4. Do not tell anyone else of the threat at this time.

While on the telephone:

1. Be calm. Be courteous. Listen carefully. Do not interrupt the caller.
 2. Get as much information as possible from the caller, but avoid the impression that you are working from a checklist.
 3. If possible, alert your supervisor while the call is on the line.
 4. Take notes; try to get the caller's remarks “word for word.”
 5. Try to keep the caller talking.
 - What did you say? I'm sorry I didn't understand what you said.
 - How do I know this is not a joke?
 - What group do you represent?
 - Why are you doing this?
-

Bomb Threats/Terrorists continued...

Sequence of Events for a Bomb Threat

1. The Alaska State Troopers will respond.
2. The Designated Official for the building is Lee Fink. The Bomb Search and Reconnaissance Officer is Leon Alsworth, who will conduct an initial search.
3. An evacuation of the building may take place. Point out any suspicious object but do NOT touch it.
4. Evacuate in an orderly manner.
5. The Alaska State Troopers will do any bomb disposal and handle any suspicious person in the building.
6. Remain calm.

U.S. DEPARTMENT OF THE INTERIOR BOMB THREAT DATA SHEET		
REPORT CALL TO:		
QUESTIONS TO ASK:		
1. TIME (A.M. OR P.M.) BOMB IS SET TO EXPLODE?		
2. LOCATION OF BOMB(S)? A. BUILDING: B. FLOOR: C. AREA:		
3. WHAT DOES IT LOOK LIKE?		
4. WHAT KIND OF BOMB IS IT?		
5. WHAT WILL CAUSE IT TO EXPLODE?		
6. DID YOU PLACE THE BOMB(S)?		
7. WHY?		
8. WHAT IS YOUR ADDRESS?		
9. WHAT IS YOUR NAME?		
TIME:	DATE:	
DID CALLER INDICATE KNOWLEDGE OF THE FACILITY?		
EXACT WORDING OF THE THREAT:		
DESCRIPTION OF CALLER'S VOICE: (CIRCLE) MALE FEMALE YOUNG OLD MIDDLE-AGED CALM NERVOUS REFINED ROUGH ACCENT DISGUISED SPEECH IMPEDIMENT DID YOU RECOGNIZE THE VOICE? WHOSE VOICE WAS IT?		
BACKGROUND NOISE: (CIRCLE) TRAFFIC HORNS WHISTLES MUSIC BELLS AIRCRAFT TAPE RECORDER MACHINERY BOOTH ANIMAL NOISES VOICES RUNNING MOTOR (TYPE): OTHER:		
COMPLETE AND KEEP THIS FORM. FOLLOW INSTRUCTIONS RECEIVED FROM THE DESIGNATED OFFICIAL TO WHOM YOU REPORTED THE THREAT. CAUTION: DO NOT TALK TO OTHERS ABOUT INCIDENT.		

OCCUPANT EMERGENCY PLAN

The following is additional information concerning the LACL Occupant Emergency Plan. LACL employees are encouraged to keep the "Emergency Procedures, Lake Clark National Park & Preserve Office" handout near their telephone and periodically review the information. For most emergencies, this simple hand out contains the practical steps employees need to take, including the critical evacuation information, and constitutes the Occupant Emergency Plan.

PARK NAME: Lake Clark National Park & Preserve
ADDRESS: General Delivery
Port Alsworth, AK 99563

EMERGENCY PROCEDURES

Fire Department 781-2218 or 781-2224
Alaska State Troopers 907-842-5641
Fish & Wildlife Protection 907-571-1534

Incident

Telephone Numbers

Fire

Notify: - Give the Alarm

- Fire Department	907-781-2218
- Port Alsworth Volunteer Fire Dept.	907-781-2224
- Rich Richotte	907-781-2241
- Leon Alsworth	907-781-2232
- Mark Mullins	907-781-2221

Bomb Threats

Notify: - Coordinator	907-781-2218
- Alaska State Troopers	907-842-5641
- Federal Protective Service	907-271-5995
- U. S. Attorney	907-271-5071
- F. B. I.	907-276-4441

Demonstrations

Notify: - Designated Official	907-781-2218
- U. S. Attorney	907-271-5071
- U. S. Marshall	907-271-5154
- Alaska State Troopers	907-842-5641

EMERGENCY PERSONNEL LISTING

Primary Agency National Park Service
Other Agencies None
Square Footage of compound 653,3400

<u>Official</u>	<u>Business Phone</u>	<u>Building</u>	<u>Home Phone</u>
Designated Official <u>Rich Richotte</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2241</u>
Coordinator <u>Rich Richotte</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2241</u>
Firefighting & Evacuation Officer <u>Rich Richotte</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2241</u>
<u>Key Staff</u>			
<u>1st - Leon Alsworth</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2232</u>
<u>2nd – Warren Hill</u>	<u>781-2137</u>	<u>HQ</u>	<u>781-2330</u>
<u>3rd – Mark Mullins</u>	<u>781-2116</u>	<u>HQ</u>	<u>781-2221</u>
<u>4th – Jared Irvine</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-3153</u>
Rescue Officer	<u>781-2218</u>	<u>HQ</u>	
Utility Officer	<u>781-2116</u>	<u>HQ</u>	<u>781-2221</u>
First Aid Officer <u>Rich Richotte</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2241</u>
Bomb Search & Recon Officer <u>Leon Alsworth</u>	<u>781-2218</u>	<u>HQ</u>	<u>781-2232</u>

SEARCH AND RESCUE

Request for Search and Rescue (SAR) assistance from other National Park Service areas are to be made through AKSO Ranger Services. Parks with established working relationships may call direct within the Region.

Generally, the Alaska State Troopers have responsibilities for search and rescue within the State. In some cases, pre-arrangements are in place and the park will take the initial lead in responding to the search and rescue, due to proximity, technical expertise, etc. The Alaska State Troopers SAR Coordinator can be reached at 428-7222.

Costs under \$500 incurred in minor search and rescue incidents will be paid out of the park operating funds. Major SAR Operations, over \$500, will regional SAR accounts. Contact AKSO Ranger Services for the appropriate fiscal information.

Submit the SAR Funding Request and the 10-343 from the incident to AKSO Ranger Services within 30 days of the conclusion of the incident. A detailed report of each SAR incident, including 10-343's, 10-344's and fiscal information is due January 1st of each year.

See references NPS-51 Emergency Medical Services and NPS-60 Aviation Management Guidelines for additional information.

WILDLAND FIRE

Notify LACL staff immediately.

Notify the AKSO, Fire Management Officer, as soon as possible after discovery of a fire.

The Alaska Interagency Coordination Center (AICC) in Fairbanks has delegated fire dispatch authority for fire suppression activities for National Parks in Alaska.

Superintendents are expected to make immediately available as many qualified “red-carded” personnel as possible for fire suppression purposes in other parks and/or other agency lands if requested by the Regional Fire Coordinator.

When National Park Service personnel, crews, or equipment are needed in other areas or for other agencies, AICC will make the request directly to the park after the Regional Fire Management Officer has confirmed their availability.

A written Wildland Fire Situation Analysis and Delegation of Authority will be prepared by the receiving park as specified in DO-18 Wildland Fire Management when an overhead team is requested to manage a wildland fire.

On any fire receiving suppression activity on which an overhead team has been assigned, a Resource Advisor will be appointed by the park superintendent to inform the Incident Commander of parameters concerning resource impacts, i.e., use of bulldozers, dyed retardants, etc.

If any park has a fire to which an overhead team has been assigned and does not have an employee qualified to act as liaison, the Alaska Regional Office will be notified immediately and a qualified person will be dispatched from another area to coordinate and act as liaison between the Superintendent and Incident Commander.

See references DO-18 Wildland Fire Management and Special Directive 86-4 Wildland Fire Management for additional information.

PUBLIC HEALTH

In the event of a public health emergency contact the Regional Safety Officer for public health assistance.

Public health emergencies include:

1. A sudden rash of illness reports from staff or visitors, especially if symptoms are vomiting, nausea, or diarrhea.
2. Major break or spill of sewage line.
3. Breakdown of drinking water or chlorinating system.

Do not hesitate to call even if circumstances seem doubtful. Delay can result in unnecessary illnesses. A public health emergency should be considered a Level II Incident Reporting Procedure.

See references NPS-51 Emergency Medical Services, Special Directive 83-7 NPS Safety and Occupational Health Management Policy, Special Directive 89-5 and Staff Directive 76-4 Procedures for Handling Illness Complaints.

HAZARDOUS CONTAMINATION

After taking appropriate initial steps, including providing for the safety of park personnel and park visitors, immediately notify the park Spill Coordinator, other appropriate park personnel and the Regional Spill Coordinator.

The Regional Spill Coordinator will notify the Regional Director, the DOI Environmental Officer and other appropriate staff. Joan Darnell serves as the Regional Spill Coordinator.

Reference the AKRO Oil and Hazardous Substance Contingency Plan.

INCIDENT REPORTING PROCEDURES

May 16, 2000

W34(2460)

Memorandum

To: Field Directorate and Superintendents

From: Associate Director, Park Operations and Education
/s/ - Linda Canzanelli

Subject: CY2000 Incident Reporting Procedures

Procedures for reporting significant field incidents have been changed only slightly this year:

The Department has asked that agencies advise them immediately of all serious aircraft accidents, so those reports have been moved from Level 2 to Level 1. (see 1.12)

The Department has also mandated immediate notification of all work-related accidents resulting in the hospitalization of three or more employees. That requirement has been added under 1.13.

There are now only two primary contacts for submitting reports – Dennis Burnett in WASO Ranger Activities and Bill Halainen at Delaware Water Gap National Recreation Area. Initial Level 1 reports should still go through Shenandoah National Park dispatch or to Dennis Burnett; follow-up Level 1 and initial Level 2 written reports go to both Dennis Burnett and Bill Halainen via cc:Mail.

The issue of confidentiality of submissions has cropped up occasionally over the past year. Please see the note under “Reporting,” which reiterates the importance of specifying whether information is confidential and for internal review only.

This memorandum should be made available to all reporting parties, including division chiefs, district and subdistrict rangers, and public affairs officers.

This memorandum supersedes all previous incident reporting instructions, which should be destroyed.

LEVEL 1 REPORTS

Report immediately by phone; follow-up on cc:Mail within three working days.

- Call Shenandoah 24-hour dispatch at 1-540-999-3422.
- If for some reason Shenandoah dispatch can not be reached, call Dennis Burnett via pager at 1-888-992-5811 and follow the instructions on leaving a message.
- Submit follow-up reports via cc:Mail to Dennis Burnett in WASO Ranger Activities and Bill Halainen at Delaware Water Gap NRA.
- Reports should also be sent to your regular regional/system office contacts.

- 1.1 **Employee Fatalities:** All employee deaths from any cause, whether on duty or off duty.
- 1.2 **High Property Damage:** Any incident resulting in property damage in excess of \$100,000.
- 1.3 **Officer Fatality or Life-Threatening Injury:** The death or life-threatening injury to any law enforcement employee while in the performance of his or her duties.
- 1.4 **Serious Crimes:** Serious crimes which occur in any park area.
- 1.5 **Drug Incidents:** Major or unusual drug seizures or drug-related arrests in which the circumstances, value, and/or the amount of the seizure could attract media or political attention.
- 1.6 **Political Officials:** Serious incidents, major events or serious accidents involving senior political officials of state, Federal or foreign governments or their immediate families.
- 1.7 **Terrorist Activity:** Actual, attempted or planned terrorist activity, sabotage or other hostile acts against NPS property.
- 1.8 **Significant LE Events:** Significant law enforcement events other than planned special events which have required or may require the dispatch of specially-trained teams to augment normal enforcement capabilities.
- 1.9 **Disasters:** Major natural or man-caused disasters which cause significant injuries, resource or property damage to or impact on visitor use of an NPS-administered area, including major structural fires, dam failures, floods and storms. Wildfires are excluded; they should be reported to the NPS Fire Director in Boise.
- 1.10 **Weapons Discharge:** The discharge of a weapon by an employee toward another individual or any discharge of a weapon at any employee.
- 1.11 **Use of Force:** Any use of force by a law enforcement officer which results in serious injury or death to another individual.
- 1.12 **Aircraft Accidents:** Any aircraft accident causing a death or hospitalizing injury.
- 1.13 **Multiple Injury, Work-Related Accident:** Any incident that results in the hospitalization of three or more employees due to a work-related accident.

LEVEL 2 REPORTS

All incidents under these criteria are to be reported to WASO Ranger Activities via cc:Mail within three working days of the incident's occurrence. Incidents of exceptional significance - Level 2+ incidents, i.e., those that have or will likely draw major media coverage - should be reported immediately following the procedures for Level 1 reports.

Reports should be sent via cc:Mail to Dennis Burnett in WASO Ranger Activities and Bill Halainen at Delaware Water Gap NRA. Copies should also be sent to your regular regional/system office contact.

- 2.1 **Visitor Fatalities:** Visitor fatalities, except by natural causes. Heart attacks are not reportable incidents unless they involve other Level 1 or Level 2 reporting criteria.
- 2.2 **Employee Injuries:** Serious injury to any employee, either on or off duty. For purposes of this reporting system, serious injuries are defined as those which require advanced life support and/or lead to overnight hospitalization.
- 2.3 **Employee Arrest:** Arrest or detention of any employee on felony charges, regardless of arresting or detaining agency.
- 2.4 **ARPA Incidents:** Any incident which will likely lead to an Archeological Resource Protection Act (ARPA) prosecution.
- 2.5 **Wildlife Incidents:** Wildlife attacks or incidents which result in serious injury (the definition is the same as in 2.2) or death to persons.
- 2.6 **Drug Incidents:** Drug seizures in which the value of the drugs exceeds \$5,000, or major drug cases which are investigated by other agencies but which were initiated by the NPS or in which the NPS assisted.
- 2.7 **Missing Persons:** Confirmed missing persons where foul play is suspected.
- 2.8 **Felony Arrests:** Multiple felony arrests.
- 2.9 **Demonstrations:** Demonstrations or other hostile acts (planned, purported or actual) on or adjacent to parks.
- 2.10 **Malicious Destruction:** Significant malicious damage to cultural or natural resources.
- 2.11 **Theft and Burglary:** Monetary losses in excess of \$10,000 through theft or burglary (excluding vehicle thefts).
- 2.12 **Search and Rescue:** Major searches and/or rescues, generally defined as any SAR requiring a significant call-out of resources or a prolonged or difficult search.
- 2.13 **International Events:** Any significant event involving foreign nationals or international cooperation.
- 2.14 **Arson:** Any incident of known or suspected arson.
- 2.15 **Poaching Incidents:** Any significant animal, plant, mineral, paleontological or other park natural resource poaching incident.
- 2.16 **Multiple Injuries:** In-patient hospitalization of five or more NPS personnel or non-NPS personnel in any single incident.
- 2.17 **Structural Fires:** Structural fires involving any NPS-owned property.
- 2.18 **Special Events:** Any event in a park which requires significant mobilization of resources, attracts substantial media attention, and/or has particular relevance to the National Park System or Service or its cultural, historical and natural assets.

CRITICAL INCIDENT STRESS MANAGEMENT

The NPS Critical Incident Stress Program (CISM) consists of employees who have volunteered to assist their fellow employees temporarily experiencing “normal reactions to abnormal events.” Peers have successfully completed a recognized training program in peer support skills and are familiar with the debriefing process, stress mitigation, family liaison, suicide issues, grief education/support, and one on one peer support. Peers are NOT mental health professionals but can facilitate obtaining those services pertinent to the incident.

Callout Guideline

A critical incident is any event that overwhelms an individual's or group's normal coping mechanisms in everyday life. CISM program leaders are available to answer questions on the pertinence of calling out resources. Situations can include but not be limited to:

- line of duty death
- employee suicide
- extended SAR's
- difficult body recoveries
- extended negative media exposure
- responses involving children

B. Costs for travel, and occasional overtime of CISM peers, is borne by the requesting office. If the incident is under a major SAR or Law & Order account, CISM support can be covered by those special monies. Large scale incidents, such as natural disasters, can occasionally provide for backfill for the peer's home park. Otherwise, no backfill monies are available.

Procedure

Any NPS park, support office, or region may request NPS CISM peer support resources at anytime.

The SHEN dispatch center is designated as the 24-hour phone line to locate CISM resources.

CISM has a program manager, Lane Baker (202-513-7128) who can be contacted for training or program questions.

SHEN DISPATCH (24 hours) (540) 999-3423

Local Resources

NPS –Gus Martinez ,GLBA has served as a CISM Leader and Maya Seraphin, GLBA as a CISM resource. Traci Parrish and Lee Fink, LACL are also CISM resources. Contact should be coordinated by the Regional Chief Ranger.

State – The State is divided into 4 regions for mental health purposes and can provide CISM resources.

1. Anchorage – Mike Kelly 907-562-2812(can provide overall coordination)
2. Southern – Don Cline 907-842- 1230
3. Southeast – Destiny Sargent 907-783-9828
4. North – Lori Harris 907-442-7402

C. The Employee Assistance Program (EAP) is also available to employees and their families and may be an appropriate reference for individuals. The EAP is available 24 hours a day at 800 222-0364.

D. Other -. Chaplain Bert McQueen, (786-8900) works for the Anchorage Police Department.

Brad Billingslea APD 907-786-8900 Law Enforcement

References: <http://www.icisf.org>

The following are examples of worksheets that CISM teams use when gathering information for an incident. They are presented to give you a heads up of what type of information and support a CISM team may need/request.

Incident Commander Superintendent

Team Leader:

Nature of Incident:	Natural Disaster	..
	Employee Death	..
	Extended SAR	..
	Other:	..

Who is involved:

What occurred:

When did incident occur:

Where did incident occur:

How did incident occur:

Why did incident occur:

Media involvement in incident:

Team leader should consider the need for an on site assessment of incident prior to arrival of other team members

Response time and commitment of team members: Arrival Date _____
 Departure Date _____

Team Members: _____

<u>Expectations</u>	<ul style="list-style-type: none"> • Debriefings • One on Ones • Working with health care professionals • Working with families • <i>No fitness for duty evaluations</i> 	<ul style="list-style-type: none"> • Gather/dissemination of information • Working with outside agencies • <i>No mediation</i>
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Logistics

- Phones
- Computer
- Copy machine
- Radios
- Rental Car
- Lodging
- Meals
- Work Space
- Travel Account #'s
- Backfill
- OT Authorization
- Briefing for incident upon arrival.
- Red Bags
- Current (expected) Weather
- Gear specific to incident
- Sleeping bags

Contact person(s) at incident (first arrival).

1. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

2. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

Liaison with park management/ incident commander/outside agency representatives

1. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

2. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

Other Contacts (multi agency incident?)

1. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

2. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

Are local CISM resources available Y N

What CISM has been done or planned before team arrival?

CISM Contacts (multi agency incident?)

1. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

2. _____
Best contact times _____
Phone #'s(W) _____
(H) _____
(C) _____
(P) _____

Approximately how many people have been affected by the incident? _____

Who has been affected by the incident

• Rangers _____ • Amin _____ • Interp _____
• Maint _____ • Families _____ • Community _____ • Resource _____

Lake Clark National Park & Preserve



Radio Protocols 2013
